



THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/od/olaola>

Volume 4, Issue 2 (DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606) FEBRUARY 2002

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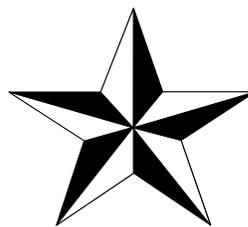
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HIGHLIGHTS **OF THE MONTH**

BPA NEWS !

BPAs - DISCOUNTS &

PURCHASE CARD USE

The Simplified Acquisition Programs Branch (SAPB) has established over 800 Blanket Purchase Agreements (BPAs) for use by the NIH community. These accounts cover a wide variety of supplies and services - everything from IT software to office items to scientific equipment to antibody analysis! Entire new commodities, such as temporary help and travel services, have recently been added to the BPA program; and other fields are under consideration.

The great majority of these BPAs have a terrific feature - their discounts. SAPB does not want the NIH researchers and support staff to pay list price for anything. So the SAPB members work diligently to obtain as many discounts as possible from our vendors. These special prices may be tied in with Federal Supply Schedule discounts, or they may be negotiated directly with vendors especially for NIH. We also know that many laboratories and offices are only able to order limited quantities of supplies at a time. Therefore, whenever possible, SAPB aims to secure discounted prices even for very small purchases.



An **EXTREMELY IMPORTANT** aspect of BPA discounts is their **APPLICABILITY TO PURCHASE CARD HOLDERS**. When a BPA vendor offers discounts to

NIH, these discounts are to be honored whether the NIH buyer uses a purchase card, a record of call, or a purchase order. **Thus, an NIH purchaser should receive the same prices, discounts, and shipping and delivery terms regardless of the purchase mechanism chosen.** SAPB, therefore, strongly encourages purchase card holders, and all other NIH buyers, to consider the BPA vendors for their office and laboratory needs. These are vendors typically extending better prices and value to go along with the convenience of the simplified ordering methods.

So, purchasers, wake up and smell the discounts! Enjoy the best of both worlds - the ease of the **Purchase Cards** and the economy offered by the BPA vendors. The list of BPA vendors can be quickly found on our website at <http://www.nih.gov/od/olao/oa/>.

(Click on Simplified Acquisitions)

USE THAT PURCHASE CARD

HAPPY BPA PURCHASING!!

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) = DO IT NOW !

PLEASE REMEMBER, THE NAICS CODES AND BUSINESS SIZE STANDARDS MUST BE INCLUDED IN ALL SOLICITATIONS (NON - DELPRO) ABOVE THE MICRO-PURCHASE THRESHOLD >\$2,500.

Individuals acquiring supplies and/or services greater than >\$2,500, **SHALL** determine the appropriate North American Industry

Classification System (NAICS) Codes and size standards. The NAICS codes and size standards **MUST** be included in all solicitations (NON - DELPRO) above the micro-purchase threshold. **The NAICS Codes replaced the Standard Industrial Classification (SIC Codes) system.** **Please use the attached form (see ATTACHMENT(1) as part of your documentation and maintain it with your monthly acquisition file.** **The NIH Small Business Office has created a Web-based search engine to simplify the conversion of SIC Codes to NAICS Codes.** The web site is <http://epic.od.nih.gov> .

THE INSTRUCTIONS TO USE THIS SITE ARE AS FOLLOWS:

1. Click onto the website above or type the web information.
2. Go to the bottom of page, click "New to the NAICS?" The item listed on this page are search engine icons.
3. If the individual knows the SIC CODE but is looking for the applicable NAICS code, click icon "SIC TO NAICS Search", type in the SIC Code i.e. 3229 then click search. The applicable NAICS code will appear at top of screen.
4. If the individual does not know the SIC Code, click "NAICS Keyword Search". Type in the keyword, i.e. computers, look to the right and click Business Activity then click search. A listing will appear with various NAICS Codes associated with computers. If you are unsure of the commodity, go to right of page, click details. The description of the item will appear.
5. After the searches are completed, move arrow to left side, click home. Go to the top of the page. Click file, scroll down and click exit.

If individuals have any questions, they may contact the Purchase Card Helpline at 301-496-6606 or the NIH Small Business Office at 301-496-9639.

MORE PURCHASE CARD NEWS

TO BUY OR NOT TO BUY

THAT IS THE QUESTION

NIH Purchase Card Program

UNAUTHORIZED PURCHASES LIST

AS OF January 8, 2001

The following Clause has been added to h. & i.
(Unless authorized by DES)

SEE ATTACHMENT (2)



YOU ARE RESPONSIBLE!

CARD AND CHECK SECURITY

The cardholder is responsible for safeguarding the purchase card account number and checks at all times. Never allow anyone to use your card/checks or account number and never use the card/check to procure personal items.

CARD RECEIPT

VERIFICATION/ACTIVATION

As a security measure, new cards and replacement cards for lost, stolen, or reissued accounts are not usable until the cardholder calls Customer Service at 1-800-227-6736 to activate their account.

CARD MISUSE / FRAUD

Misuse of the purchase card will require the purchase card to be withdrawn from the cardholder, resulting in termination of the account. Disciplinary actions may be taken against the cardholder. The cardholder may be liable for payment of the purchase.

**WHAT TO DO? -
TO DO?**



WHAT

**LOST / STOLEN
CHECKS**

CARDS /

NIH WILL NOT BE LIABLE FOR ANY UNAUTHORIZED USE OF THE PURCHASE CARD, HOWEVER, THE CARDHOLDER MAY BE HELD NEGLIGENT AND ADMINISTRATIVELY ACCOUNTABLE TO NIH IF THE LOSS IS NOT REPORTED TIMELY.

First, immediately notify U.S. Bank Customer Services via telephone if cards are lost, stolen, or mutilated. Customer Service Representatives are available 24 hours a day, 7 days a week, at 1-800-227-6736. If you are outside the Continental United States please call (701) 461-3466. Secondly, immediately notify the Purchase Card Program, (301) 435-6606 and leave a message about the lost/stolen card. Additionally, the cardholder must notify the Police Branch of the NIH Division of Security Operations if the card was part of property that was stolen at NIH.

Written Notification: The call to US Bank must be followed up with a formal written notice via e-mail. The cardholder must also notify the CAO, and then either the Card Holder or the CAO must notify the Administrative Office/IC Coordinator and the APC of the lost or stolen card by e-mail to Creditcard@OD.NIH.GOV or the global listing "Help, Creditcard" within 5 working days after discovering that the card is missing. **The report should include:** 1. the card number; 2. the cardholder's complete name; 3. the date and location of the loss; 4. if lost/stolen, date reported to police; 5. date and time US Bank was notified.

US Bank immediately places real-time blocks on the activity of the lost/stolen account number, creates a new account, and issues a new purchase card on a new number. Trailing balances generated prior to the date of lost/stolen notification will be transferred to a new account number.

If the NIH cardholder still sees fraudulent transaction(s) on the new account number in the ADB, that cardholder should dispute the transaction using normal dispute procedures. For these disputed transactions, US Bank executes standard procedures for investigation and resolution of the disputed item.

CARD REPLACEMENT

A new card will be mailed within 7-10 business days of the reported loss or theft. The cardholder must notify the Purchase Card Program helpline upon receipt of the new card so the account number can be changed in the ADB. This will enable the Purchase Card Program to link the old account number to the new account number so any old invoices can be reconciled under the new account number.

SEPARATION OF CARDHOLDER

Prior to separation from your agency or assignment to another function that does not require cardholder authority, you are required to surrender the card and, if issued, unused convenience checks, to your Card Approving Official who will destroy them. You will review with your Card Approving Official the status of any unreconciled, questionable, partially approved, unresolved, and disputed transactions, and identify any supplies and/or services which have been ordered but not yet received, so appropriate action can be taken to complete these activities.

PURCHASE CARD CHANGES

There may be occasions when the information about the cardholder in the bank's master file must be changed (e.g., location change, default accounting change, authorization limits). The Purchase Card Program will make the appropriate change once they are notified in writing.

TROUBLESHOOTING

Inquiries about the NIH Purchase Card Program should be directed to the Purchase Card Helpline on 301-435-6606 or email at Creditcard@od.nih.gov.

DELPRO NOTES &

SIMPLIFIED



ACQUISITION NEWS

HELPFUL HINTS & REMINDERS!

PLEASE DON'T FORGET!

LIST PRICE and UNIT PRICE:

Ordering Officials must contact the vendor and insure that they are receiving the appropriate list price and unit price/discount price as agreed upon within the BPA, and indicate as required on the DELPRO computer generated order in the LPRICE and UPRICE fields. If no discount is offered, the Ordering Officials MUST indicate the RMKS: field, or within the acquisition file, "No Discount Offered." It is important that Ordering Officials use the LPRICE: field (price charged to commercial customers/general public PRIOR to any discounts) and UPRICE: field (the net price paid by NIH AFTER discounts have been taken) CORRECTLY. The Simplified Acquisition Programs Branch is responsible for verifying that BPA vendors are giving the NIH discount rate that was negotiated on their BPA. Discount information is obtained by gathering information as entered by the Ordering Officials from the LPRICE: and UPRICE: fields of the ADB, and comparing the end result with the negotiated discount on the BPA.

DRUG FREE WORKPLACE CLAUSE:

An acquisition file for a Professional Service Order (PSO) must contain evidence that the individual or vendor has been notified of the required compliance with the provisions of the Drug Free Workplace Act, FAR 23.505. ***This evidence may be either a copy of the Drug-Free Workplace clause 52.223-6, which has been sent to the individual/vendor, included in the file, or a written indication that the drug free clause was given to the individual performing the service.*** While he/she no longer has to "certify" by signing and returning the clause, there must be some documentation in the file that the clause was provided.

**SMALL BUSINESS
NEED UTILIZATION
TO
KNOW A MUST!!**

Small Business Set-Asides - Open market acquisitions with an anticipated value greater than \$2,500 but not exceeding \$100,000 are set aside by law, exclusively for small business concerns, regardless of the acquisition method used. All timely quotes from small business concerns must be considered (FAR 13.003(b)(1)).

For those acquisitions between \$2,500.01 and \$100,000 the purchasing agent must solicit quotes from at least two technically qualified small businesses. In the event that it can be demonstrated that there is no small business available to meet the government's needs, the purchasing agent **MUST** dissolve the set-aside and document the file accordingly, and then may solicit from a larger business.

For assistance in identifying potential small business sources visit either the NIH small business web site, <http://sbo.od.nih.gov>, or directly access e-Portals in Commerce (e-PIC) at <http://epic.od.nih.gov> and/or SBA PRO-NET, <http://www.sba.gov>

UPDATE / CORRECTION!

The **NIH Ethics Program Web Site** mentioned within the Delegated Acquisition (DELPRO) Reference Guide, (Part 1 - Page 7) is not an official web site and has not been maintained for the past year. **Please use the following NIH Ethics Program web site as the source of ethics information: <http://ethics.od.nih.gov>.** This web site will be incorporated in the next update of the Delegated Acquisition (DELPRO) Reference Guide.

KNOWLEDGE IS POWER !

(Select the most correct answer to each question)

1. When the FSS contract is a Single Award Contract, the ordering Official **DOES NOT** need to document the file that the FSS contract is a Single Award Contract.

TRUE_____ FALSE_____

2. A Split Order occurs when a purchase is divided and placed on several Records of Calls to AVOID exceeding a BPA vendor's dollar limitation, obtaining competitive quotes, or complying with various clearance requirements.

TRUE_____ FALSE_____

3. The determination that a proposed price is reasonable should be based on competitive quotations.

TRUE_____ FALSE_____

4. The Standards of Conduct state that government employees are subject to restrictions on the gifts that they may accept from sources outside the Government.

TRUE _____ FALSE _____

5. All DELPRO Approving Officials must be Level I Certified.

TRUE _____ FALSE _____

Answers may be found at the end of the newsletter

Contractors may register by clicking on the "Register Here" link. This site provides instructions on how to register and offers computer-based training for contractors through the "CPS Contractor On-Line Training" hyperlink. There is no fee for registration or use of this system. Electronic evaluations are available to registered Contractors for review 30 days from the date the evaluation is sent.

Molly Eng (engm@od.nih.gov) has been designated as the OD/OLAO CPS System Administrator and Carol Marcotte (marcottc@od.nih.gov) has been designated as the Alternate OD/OLAO CPS System Administrator. **For assistance in updating Contracting Officer and Project Officer registration, please contact them for contracts awarded by OD/OLAO.**

CONTRACTS

UPDATED CONTRACTOR PERFORMANCE SYSTEM



Provided by Molly Eng

The Contractor Performance System is a Federal, multi-agency, web-based system created to collect, maintain, and disseminate contractor performance information as required by Federal Acquisition Regulation, Subpart 42.15. The system allows contractors to access interim and final evaluations electronically for review and comment following registration in the system.

If a contractor has any contracts with a subscribing Department/Agency or plans to have any future federal government contracts, each contractor must register in order to access interim and final evaluations electronically. If the contractor is currently registered prior to December 1, 2001, they will receive an email notice to re-register after December 3, 2001. Contractors may register using the following website: <https://cpscontractor.nih.gov>.

FEDERAL PURCHASING OF ENERGY EFFICIENT STANDBY POWER DEVICES

NOTICE OF AVAILABILITY OF A PRELIMINARY LIST OF ENERGY-EFFICIENT STANDBY POWER DEVICES AND TESTING GUIDELINES

As part of the implementation of Executive Order 13221, The Department of Energy (DOE) is publishing a list, guidelines and instructions on submitting standby products that will direct government agencies to purchase devices with minimal standby power at or below one watt where available. The preliminary standby power devices will be posted on the DOE website at: <http://www.eren.doe.gov/femp/procurement>. Manufacturers will continue to submit self-certified data for the standby power levels of their products. The list of products which includes; computers, office, video, audio, telecommunications, and other products, will regularly be updated with these new voluntary manufacturer submittals.

BPA'S

NEW AND DISCONTINUED BPAS

The following BPAs have recently been established:

BPA # - Company Name

55181 - A Daigger & Company - *for glassware, chemicals, laboratory supplies and equipment*

55284 - ACS Desktop Solutions - *for IT software, hardware and repair*

55115 - Duncroft Inc - *for blood products*

55130 - Netcomm Inc - *for IT software, hardware, services and repair*

54802 - Bettertype Products - *for copier supplies, film*

54814 - Precision Plastics - *for housekeeping supplies, hardware and tools*

54853 - Strategic Results - *for conference and events planning services*

54841 - Lexington Design Group - *for graphic arts services*

54865 - Stoner Inc - *for copier supplies and housekeeping supplies*

54905 - Continental Security Devices - *for security and electrical supplies*

54892 - Base Technologies - *for IT services and software*

54917 - Red River Computer Company - *for IT hardware, software and repair*

54983 - Editech Services - *for temporary office support services*

55000 - Sytel Inc. - *for IT software, hardware, supplies and repair*

55012 - Machine & Welding Supply Company - *for gases*

55024 - Accutech Systems - *for security devices*

The following BPA has been re-established:

BPA # - Company Name

48373 - Key Scientific - *for laboratory supplies and equipment*

The following BPAs are discontinued:

BPA # - Company Name

35883 - A Daigger & Company

48582 - Celtech Inc.

47251 - Clinton Computer

31731 - Duncroft Inc.

35271 - Netcomm Inc.

48610 - Stellar Communications

AVAILABLE TRAINING & SEMINARS

PURCHASE CARD SURVIVAL

THE SIMPLIFIED ACQUISITION PROGRAMS BRANCH, DIVISION OF ACQUISITION PROGRAMS, is sponsoring a series of "Purchase Card Survival" meetings on the PURCHASE CARD PROGRAM. These meetings will be held four times a year. The following dates have been established through 2002:

MARCH 5, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

JUNE 4, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

SEPTEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

DECEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes, at 435-3933, for specific information. Current information on Purchase Card Survival Meetings is available on the following website: [HTTP://WWW.NIH.GOV/OD/OLAO/OA/PURCHASE/SURVIVAL.HTML](http://www.nih.gov/od/olao/oa/purchase/survival.html)

PURCHASE CARD LOG & RECONCILIATION

The Purchase Card Log can be generated electronically through the ADB. This half day course introduces electronic Purchase Logs and the Reconciliation process with hand-on exercises in the ADB and the Data Warehouse. Students will create and reconcile an electronic Purchase Log in the ADB and create reports using the Data Warehouse.

This course is for CURRENT NIH PURCHASE CARD HOLDERS who wish to create and reconcile electronic Purchase Logs using the ADB.

2635

PURCHASE CARD LOG & RECONCILIATION

Course Dates	Course Time	Location	Cancellation Deadline
2/14/02	1:00am - 4:30pm	Executive Plaza South	1/17/02
4/17/02	8:30am - 12:00pm 1:00pm - 4:30pm	Executive Plaza South	3/20/02

MANDATORY

PURCHASE CARD TRAINING

This one-day course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of both ADB and Data Warehouse's Purchase Card abilities will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process, as well as the Data Warehouse Purchase Card reports.

THIS COURSE IS MANDATORY FOR ALL NIH EMPLOYEES WHO WISH TO BECOME PURCHASE CARD APPROVING OFFICIALS OR CARDHOLDERS. It is also recommended as refresher training for current cardholders or card approving officials.

2636

PURCHASE CARD TRAINING

Course Dates	Course Time	Location	Cancellation Deadline
Feb 13, 2002	9:00am - 4:00pm	Executive Plaza South	Jan 16, 2002
Mar 8, 2002	9:00am - 4:00pm	Executive Plaza South	Feb 8, 2002
Apr 18, 2002	9:00am - 4:00pm	Executive Plaza South	Mar 19, 2002

Tuition: \$272

For further information, please call 301-496-6211.

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition Training Program and first five advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY-2002.

2609

Federal Supply Schedules

Course Date	Time	Location	Tuition	Cancellation Deadline
04/09/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	03/05/2002
08/06/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/09/2002

2610

Consolidated Purchasing through Contracts

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
04/10/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	03/13/2002
08/07/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/10/2002

2611**Buying from Businesses on the Open Market**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
04/11/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	03/07/2002
08/08/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/11/2002

2617**Price Reasonableness in Simplified Acquisitions**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
02/21/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	01/24/2002
05/30/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	05/02/2002

2612**Professional Service Orders**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
02/14/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	01/17/2002
04/17/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	03/20/2002
06/13/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	05/16/2002
08/28/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	07/31/2002

2603**Delegated Acquisition Training Program**

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>03/04-07/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>02/11/2002</u>
<u>05/20-23/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>04/22/2002</u>
<u>07/08-11/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>06/10/2002</u>
<u>08/19-22/2002</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza</u>	<u>\$766</u>	<u>07/22/2002</u>

Although a Cancellation Deadline date may have passed, You MAY still submit a registration form through NIHITS at ANY TIME in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or use the Uniform Resource Locator (URL), <http://learningsource.od.nih.gov/>.

ANSWERS TO KNOWLEDGE IS POWER

- 1.....FALSE - DARG II-13
- 2.....TRUE - DARG III-2
- 3.....TRUE - DARG II-20
- 4.....TRUE - DARG I-7
- 5.....TRUE - DARG I-21

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition, so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office of Logistics & Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OPM homepage: <http://www.nih.gov/odlolaola>

To receive a hardcopy of the Newsletter or to correct / remove your mailing address for the Newsletter, (Mailing Key F113A), please FAX your request to (301) 402-0217, or E-MAIL your request to the following individuals: Ms. Arlene Wallace at: wallacea@ors.od.nih.gov or Ms. Margaret Agresti at: agrestim@ors.od.nih.gov

The above requesting methods are preferred. However, you may also contact the Reprographic Communications Branch on 496-6781 and asked to be placed on, or ask for a correction to or removal from Mailing Key F113A.

The Office of Logistics & Acquisition Operations, invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, E-mail: SeidelP@OD.NIH.GOV, Tim Theoharis, E-mail: TheoharT@OD.NIH.GOV, Annette Romanesk, E-mail: RomanesA@OD.NIH.GOV, or John Best, E-mail: BestJ@OD.NIH.GOV, OPM Acquisition News, Bldg. 6011, Room 549A. If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.

ATTACHMENT(1)

52.219-1 Small Business Program Representations.

As prescribed in 19.307(a)(1), insert the following provision:

Small Business Program Representations (Oct 2000)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is _____ [insert NAICS code].

(2) The small business size standard is _____ [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it * is, * is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it * is, * is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it * is, * is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it * is, * is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it * is, * is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

ATTACHMENT(2)

NIH Purchase Card Program

UNAUTHORIZED PURCHASES LIST

AS OF January 8, 2002

The following is a list of all purchases that may not be made using I.M.P.A.C. unless pre-authorized by the Merchant Activity Code encoded into the purchase card. Questions may be directed to the Agency Program Coordinator.

- a. Under no circumstances will the I.M.P.A.C. be used for cash advances - the BankCard is not authorized for cash advances through a bank teller or ATM machines.
- b. Any item intended for personal convenience or consumption.
- c. Rental or lease of motor vehicles, land, or buildings. (It can be used to rent meeting facilities if authorized.)
- d. Cannot be used as a "calling card" for telephone calls (Such as business calls while away from the office). However, it can be used to pay the monthly service fees for rental of cellular phones, beepers, and palm pilots. Check website: <http://www.cit.nih.gov/dnst/DNSTweb/wireless.html>.
- e. Travel, hotels, entertainment or meals (This restriction is necessary because of the GSA travel Card and the different accounting and reporting requirement for travel.) EXCEPTIONS: 1.) Official entertainment as outlined in NIH Policy Manual Issuance 1160-1, "Official Entertaining" is authorized to be procured using I.M.P.A.C. if the procedures outlined in 1160-1 have been followed. 2.) The Purchase card can also be used to procure METRO Fare Cards.
- f. Memberships in organizations or clubs for individuals. (Memberships for NIH organizational components is authorized.)
- g. The I.M.P.A.C. does not replace the SF-149, U.S. Government National I.M.P.A.C., used by the Interagency Fleet Management System. Those involved in GSA's Fleet Management program utilizing the SF-149 for purchases of fuel, oil services, maintenance and repair of Government-owned or leased vehicles, are not to use the I.M.P.A.C. in lieu of the SF-149 for those same purchases.
- h. Construction. (Unless authorized by DES).
- i. Architectural and Engineering Services (Unless authorized by DES).
- j. Controlled Substances. EXCEPTIONS: 1) The Clinical Center Pharmacy is the only organization authorized to use the purchase card for controlled substances and DEA regulated chemicals for human use. 2) The Veterinary Resources Program Pharmacy is the only organization authorized to use the purchase card for controlled substances and DEA regulated chemicals for non-human use. 3) Other off-site locations authorized to make such purchases in accordance with NIH Manual Issuance 1345 and granted a license by the Drug Enforcement Agency.
- k. Safety Glasses or Prescription Glasses (For safety glasses, contact OMS unit in Bldg. 13, at extension 6-9278 for Form 29-2)
- l. Bottled water for human consumption (Drinking Water). Contact Safety Operations Section, ORS (301) 496-2346.
- m. Maintenance contracts or agreements where the period of performance exceeds sixty (60) days. The purchase card may be used to pay for maintenance contracts or agreements on a monthly or bi-monthly basis. (This restriction is regulated by VISA which only allows cardholders 60 days to dispute any action.)

FOR OPEN MARKET PURCHASE ORDERS - between \$2,501.00 and the Simplified Acquisition Threshold:

- n. If the product being procured is not considered a Domestic End Product under the Buy American Act.